

Glenlola Collegiate School

“EXCELLENCE THROUGH COMMITMENT, CONTRIBUTION and CARING”

Attendance Policy



1. Rationale

Glenlola Collegiate School is committed to ensuring that all pupils achieve their academic potential and are prepared for the world of work. We also acknowledge the correlation between good attendance and high academic achievement as well as pupil self-esteem. The School thus places great importance on attendance and punctuality.

2. Role of the School

- To actively promote good attendance and to maintain a high attendance figure by all students in the School.
- To monitor and evaluate attendance and punctuality on a regular basis.
- To ensure the health and safety of all students during the School day.
- To inform pupils and parents when attendance is becoming a cause for concern i.e. < 90% and set targets for improvement.
- To inform the EWO when attendance falls < 85% and, in collaboration with them, offer help and support to those pupils for whom there is specific concern and to aim for a return to full attendance.
- To ensure procedures are in place to allow registration to be accurately completed during morning registration and at each period throughout the School day.

3. Role of Pupils

- Pupils should aim to have a full attendance rate.
- Pupils are required to be punctual to School. This means being in School by 8.45am each morning in preparation for Form time registration at 8.50am.
- Pupils should ensure that explanatory notes for any unplanned absence are presented to their Form teacher on **the first day of return to School**. However, a parent/guardian can send a text message to the School using the Gateway app with the explanation for this absence.
- NB. If an explanation is not received after 3 days, a Behaviour Management entry will be made.
- If no explanation for an absence is received by the Form Teacher, then by the 5th day the attendance code will be changed from “N” to “D”. The Form teacher or Year Head will call parents/guardians to remind them of School procedures and ask for a note or text message to explain this absence. If no reason is forthcoming, Section Staff will send a formal letter to parents followed up with an interview request.
- Any Year 13 & 14 students who are “free” during period 4 and not in supervised study **must** sign in with one of the Study Supervisors in the Senior School Study rooms.

- Senior School pupils involved on Teaching Practice must inform, both Glenlola Collegiate and their host Primary School, of any absence. This should be followed up, as usual, with an explanatory note to the Form Teacher on the first day they return to School.

4. Role of Form Teachers

- All Form Teachers must be in their registration rooms at 8.45am in time for registration at 8.50am.
- Teachers should call out each individual student's name and only mark present those students in front of them. All students absent should be marked 'N' unless their absence has been authorised in advance, in which case the appropriate code should be inserted and an additional comment added where necessary. Refer Appendix for Lesson Monitor Instructions.
- Registers should be completed online within Lesson Monitor and the registration folders sent to the General Office for approximately 9.10am and no later than 9.30am.
- Form Teachers should insist that pupils provide a reason to explain absence within three days of return to School and assign appropriate codes.
- If pupils or their parents/guardians fail to provide an explanation then by the 3rd day back, then a Behaviour entry should be made by the Form teacher (1 Behaviour Point) and the Form Teacher or Year Head will call parents/guardians to remind them of School procedures and ask for an explanatory note to be brought to School.
- If pupils or their parents fail to provide an explanation then by the 5th day back, the Form Teacher should change the attendance code from "N" to "D". If a reason is still not forthcoming the Form Teacher should pass the matter on to the appropriate Year Head. This is particularly important if a pattern of absence has been detected or if the pupil has multiple absences. If no note is forthcoming, Section Staff should send a formal letter to parents followed up with an interview request. (Refer Appendix C)
- Form Teachers should be aware that pupils who are late 4 times in any calendar month without good reason will be placed in after-School detention by the respective Year Head.
- Form Teachers should retain absence notes in the file provided, which are retained for the tenure of the pupil's School career. They should also keep a record of all reasons for lateness on weekly attendance sheets. Reasons for lateness should also be recorded as a comment on Lesson Monitor.
- Senior School Form Teachers should be aware that those pupils who are involved in Teaching Practice should be marked present unless a telephone call or a note indicates that they are absent.
- If a pupil has been absent for 5 or more days, then the Form Teacher will inform the Year Head who will call parents/guardians even when an explanatory reason has been provided to School.

5. Role of Section Staff

- Heads of Year are responsible for monitoring attendance record keeping on Lesson Monitor on a monthly basis when provided with the Monthly Returns and for dealing with specific pupil attendance issues when they arise.
- Heads of Year will also be responsible for making parental phone calls as directed by their Form Teachers.
- Heads of Section have overall responsibility for pupil attendance within their Section. They oversee the Heads of Year and Form Teachers in their role and deal directly with the EWO. Heads of Section report to the Principal and Vice Principal.

6. Role of Subject Teachers

- To support School policy by insisting on highest standards of attendance and punctuality to class.
- All subject teachers are asked to complete a register for each of their classes using Lesson Monitor and to emphasise to pupils the importance of good attendance. If a pupil is late to class, the number of 'minutes late' should be noted on the system. Refer Appendix B for Lesson Monitor Instructions.
- Supply teachers are expected to complete online registration using Lesson Monitor (if possible) or a manual registration using the class lists provided. At the end of the School day any completed manual class registration lists should be brought to Mrs Campbell in the General Office.
- Teachers should call out each individual pupil's name and only mark present those students in front of them unless they have previously been made aware of the reason. All students absent should be marked "N" or using an appropriate authorised code.
- If a pupil arrives late to class, it is her responsibility to follow the correct procedures to ensure that she is registered and with the appropriate code.

7. Role of Parents/Guardians

- At the beginning of the academic year, parents will be given appropriate notice of the dates of the School terms. This is also available on the School website. Guidance from the Department of Education makes it clear that parents should not arrange holidays during term time. Consequently, **approval will not be given** for pupils to be absent from School during term time to go on holiday. Teachers are under no obligation to provide work for pupils on holiday during term time. Any such absence will be recorded on the attendance database as "unauthorised" and recorded using a **'G' code**. In certain extreme circumstances a pupil may be given permission for a holiday during the School term (e.g. due to terminal illness of pupil or family members) and will be given the code "F" which is classed as authorised absence.
- Other than in emergencies, medical, dental and similar appointments should be arranged **outside** the School day.

- When a pupil is absent from School a text message will be sent to a parent/guardian using the Gateway app. The parent/guardian can then reply with the explanation for this absence via the Gateway “messages” function. If it is preferable an explanatory note can still be presented on the first day of return to School.
- NB. If this explanation is not received after 3 days, a Behaviour Management entry will be made.

8. Role of Board of Governors

- To set targets for whole-School attendance
- To monitor attendance against targets
- To take note of trends in attendance and, when necessary, to instigate actions for its improvement
- To be aware of cases of exceptional pupil attendance and ensure that this is acknowledged by the School

9. Management of Attendance

9.1 Role of Vice Principal in charge of Attendance

- To have overall responsibility for attendance
- To oversee the work of the Attendance Assistant
- To deliver staff training on Lesson Monitor
- To complete end of year procedures for attendance
- To produce record of attendance for each year for filing and use by auditors
- To ensure attendance data is up to date for reporting to parents
- To deal with queries or issues which arise regarding attendance
- To arrange regular meetings with Heads of Section, SENCo, Head of Pastoral Care and VPs to discuss those pupils whose attendance is giving cause for concern.

9.2 Role of the Attendance Administration Staff

- To ensure all SIMS attendance data is complete and accurate by checking and following up on missing and inaccurate marks for all Form classes each month.
- To provide daily absence lists to staff.

- To inform staff of appropriate codes to use for early closures, parental meetings and collapsed time-table mornings during the year
- To send a text message to parents when a pupil is absent from School.
- To update SIMS when parents provide explanatory notes for unplanned absences using the Gateway app.

9.3 Whole School

Attendance Rates

The target rate of attendance for this School year is: **>95%**

- The person responsible for the management of attendance is Mr Marc Harding (Vice Principal - Pastoral)
- Form Teachers are responsible for monitoring and reporting pupil attendance and informing Year Heads.
- Section Heads are responsible for the overall monitoring of attendance within their respective sections, liaising with the EWO and reporting to VPs and Headmaster.
- Correspondence with parents / guardians will usually be undertaken by the Year Head and, on occasion, by the Section Head.
- All administration work regarding attendance is the responsibility of Mrs S Campbell, Mrs R Carlin & Mrs A Sliusar who will undertake to operate daily procedures.

10. Medical Appointments

- It is important to keep appointments within School hours to an absolute minimum. However, we do acknowledge that this can be unavoidable from time to time and in these cases, pupils are asked to bring a note or get their parent/guardian to send in a text message via the Gateway App to their Year Head stating the reason for leaving School, time of departure and estimated time of return. The note should be accompanied by the appointment card. A written permission slip will be issued to the pupil by her Year Head.

The pupil should retain the appointment card and the permission slip. Only on presentation of the permission slip will the Office staff sign the pupil out and record the details within Lesson Monitor.

On return to School the pupil must sign in at the office. The register will then be amended showing attendance for the session. Failure to return for the session will affect the overall percentage attendance.

- If a pupil is ill during the School day and it is deemed necessary to send her home, General Office staff will be asked to update Lesson Monitor accordingly. In addition, to inform subject staff, an explanatory comment will be added - "School Nurse has sent this pupil home".

11. Study Leave

- Study leave is granted to pupils in advance of public examinations.
- Where examinations are taken outside the main examination period, May/June, a period of ½ day study leave is permitted on the day prior to the examination.
- During the main summer external examination period, a maximum of 5 days study leave is assigned to allow sufficient preparation for examinations.
- Parents/guardians are informed of dates of study leave for public examinations well in advance of their commencement.
- Requests for study leave for other examinations will be considered on an individual basis by Heads of Section and approved by the Principal.
- Heads of Section may decide to withhold this privilege if they feel that it is not in the pupils' best interest to be at home at this time.

12. Attendance Procedures

- 12.1 The School appreciates those pupils who strive to attend throughout the year and seeks to reward this.
- 12.2 High attendance is also a criterion used to identify pupils eligible for consideration for Whole School Prizes or as School Prefects. Attendance also figures prominently in UCAS reports and all references written by School staff. In addition, EMA payments are dependent on it.
- 12.3 Likewise Glenlola Collegiate acknowledges its statutory responsibility to ensure that students are in attendance during term time and has adopted a range of actions and sanctions to maximise attendance.
- 12.4 Attendance Data will be monitored by Form Teachers, Year Head and, where concerns exist, the relevant Section Head will be informed.
- 12.5 Year Heads will discuss individual reasons for absence with the appropriate Form Teachers and report back to the respective Section Head. Pupils whose absenteeism persists will be interviewed by their Year Head and their parents informed by letter. It may be necessary to follow up with a direct parental consultation to discuss ways to improve the situation, and if this fails, the assistance of the EWO may be sought.
- 12.6 Attendance is also used as a criterion for entry into Senior School. In February, Year 12 parents / guardians of any pupils not attaining the required attendance rate for entry to Year 13 will receive a letter informing them of the current situation and highlighting the need for improvement in their daughter's attendance rate.
- 12.7 Final decisions regarding attendance are made by the Board of Governors in August. Those students who do not achieve a satisfactory attendance rate must have submitted medical evidence (e.g. doctor's certificate) for such absences. Account will be taken of special circumstances that may have affected attendance but lengthy unauthorised absences in Years 11 and 12 may disqualify a student from entry to Senior School.

13. Review

This policy will be reviewed annually by the Headmaster, SLT and Board of Governors.

APPENDIX

A

**ABSENCE CODES
GUIDANCE FOR SCHOOLS**

Absence Codes: Guidance for Schools

Reg Code	Description	Lesson Codes Links to Reg Mark Statistical Meaning
/	Present (AM)	/ Present
\	Present (PM)	\ Present
A	Artistic Endeavour	Authorised Absence
B	Bereavement	Authorised Absence
C	Suspended	Authorised Absence
D	No reason provided for absence	Unauthorised Absence
E	Educated Off Site	Approved Educational Activity
F	Family holiday (agreed)	Authorised Absence
G	Family Holiday (Not Agreed)	Unauthorised Absence
H	Other Absence	Unauthorised Absence
I	Illness	Authorised Absence
I1	Illness General	Authorised Absence
I4	Emotionally based school non-attendance (EBSNA)	Authorised Absence
J	Extended Leave with Consent	Attendance not required
L	Late (before reg closed)	Present
M	Medical/Dental Appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Other Exceptional Circumstances	Authorised Absence
O1	Other exceptional circumstance	Authorised Absence
O2	Temporary exceptions to the curriculum	Authorised Absence
P	Approved Sporting Activity	Approved Educational Activity
R	Religious Observance	Authorised Absence
S	Study Leave	Approved Educational Activity
T	Traveller Absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational Visit	Approved Educational Activity
W	Work Experience	Approved Educational Activity
X	Only staff should attend	Attendance not required
Y	Exceptional closure	Attendance not required
1	AEP (ELB)	Approved Educational Activity
2	Home/hospital tuition (ELB)	Approved Educational Activity
3	Elective Home Education	Attendance not required
4	Pupil Referral Unit	Approved Educational Activity
5	Another mainstream school (EF)	Approved Educational Activity
6	Training Organisation (under EF)	Approved Educational Activity
7	FE College (EF)	Approved Educational Activity
8	Intensive Support Learning Unit	Approved Educational Activity
9	CAMHS	Approved Educational Activity
!	No Attendance Required	Attendance not required
#	Holiday for all	Attendance not required
(	Covid-19 Illness Confirmed	Authorised Absence
)	Covid-19 Illness Suspected / Unconfirmed	Authorised Absence
*	Not on roll	Attendance not required
-	All should attend / No mark recorded	No mark

**APPENDIX
B**

LESSON MONITOR INSTRUCTIONS



Lesson Monitor Instructions

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1. Form Teacher Instructions and Duties

1. Turn on your computer **FIRST THING** and open Sims.net
2. Click on registration period on your timeline eg **WED:REG-AM**

Your form class will appear.

Click the heading **WED:REG** to highlight the whole column and enter the code [/]

This will mark the whole class present.

Call the register and mark any absent pupils with the [N] code.

****DO NOT USE ANY OTHER CODE** - unless you have been given a note in advance by a parent in which case you can enter the appropriate code. (You can access the available codes by clicking the **CODES** button  on the menu bar.) Use the guidance on codes (found in Section 6 on page 10 and in the Absence Code Guidance Notes in the **REGISTRATION INSTRUCTIONS** folder on the **RMStaff** drive) to make sure you use the correct code, especially for things like CCF or DoE.

3. Finally click the **SAVE** button. The data in the **WED:REG** column will automatically be filled across into the **AM** column

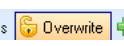
Lates

If a pupil comes into registration after the roll has been called you can alter her [N] code to [L]

If you **have not saved** the data you click on the [N] code. It will be highlighted a turquoise colour. Then you can simply overwrite the [N] with [L]

If you **have saved** you click on the [N] code. It will be highlighted a turquoise colour.

Then you need to click the **PRESERVE** button 

The padlock will open and the button will change to **OVERWRITE** 

Now overwrite the [N] with [L]

NB. You can right click on the [L] code and add a comment, noting the reason for the late – useful in deciding if the late counts towards a detention.

Finally **SAVE**

Absences

****ALWAYS INSIST ABSENCE NOTES ARE BROUGHT IN ON THE DAY OF RETURN****

These codes are entered directly into Lesson Monitor. Please print out, keep and use the Absence Code Guidance Notes in the **REGISTRATION INSTRUCTIONS** folder on the **RMStaff** drive. (There should also be a set in your registration folder)

Click on **Focus**, hover the cursor over **Lesson Monitor** and select **Edit Marks** from the window that opens up.

- Check Group Type box is set at Reg Group. If not set it with pull down arrow

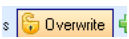
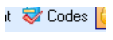


- Select the correct date either by typing in the date or using the calendar icon beside it*



- Double click your form class

*Alternatively you can first select your form class and then use the “Previous” button to find the absence

- Click the preserve button  to unlock it 
- Click on appropriate [N] code and change (refer to Codes button  on the menu bar or codes guidance if unsure)

NB if adding a number of codes the cursor will either shift down or across depending upon which way the Vertical/Horizontal button  is set in the menu bar – or you can simply highlight the row of absences and change them all with one click.

- Save

Don't forget to return the folder to the office each morning, directly after registration.

Important – **DO NOT** use the [F] code for family holidays. This is only to be used in very exceptional cases to be decided by the Section Head or more senior staff. For holidays use the [G] code.

HINT: You can easily check for any unexplained absences in your form class.

Focus / Lesson Monitor / Edit marks then in **View Box** select ‘**Sessions**’ only as shown below: (default is Sessions and Lessons)



Now click the Previous Week arrow above the roll. This will take you back and it is easy to see if there are [NN] codes which must be fixed. If you see [N\] or [/N] codes, you need to find out a reason for these and fix also. If you keep on top of your absence notes by expecting them on the pupil's return and continuing to pester them if they don't produce one, you should never have to look back more than a week.

Form Teacher duties

Once a Week or as notes come in – AM/PM Absences

The AM and PM marks are the ones that generate the pupil's attendance figure and, consequently, are the most important ones.

Look back at the previous week's records:

Focus → Lesson Monitor → Edit Marks

Click on “**Sessions**” in the View box and double click your Form class. (This gives a simplified view showing only AM and PM sessions but you should quickly become comfortable working on the default Sessions & Lessons sheet.)

- Look for [N][N] codes and insert the appropriate absence code based on the information in the absence note. You will need to click the “Preserve” button to unlock the records.

NB. It is really easier if you can find the time to fill in the code as soon as you get the absence note from the pupil rather than wait to the following week.

- If 5 School days pass without an explanatory note being provided you must change the [N] code to [D] – No reason provided for absence. The [D] code counts as an unauthorised absence so you should continue to seek an absence note so you can change the [D] to an appropriate code. Leaving a [D] code unchanged should only occur as a last resort – after Year and, if necessary, Section Heads have attempted to extract a note.

Once a Week – Other Lesson Absences

Look back at the previous week's records: **Focus → Lesson Monitor → Edit Marks**

Leave on “**Sessions and Lessons**” and double click your Form class.

- If a pupil has unexplained absences in the AM and PM session but has not brought in a note, the whole day will be filled with [N] codes. Do not worry; these will be sorted automatically when you fill in a code for their absence as described above.
- Look for random [N] codes during the day. If they have a red triangle/comment attached, use that to choose an appropriate code. This is why class teachers adding comments will help.
- Look for missing marks [-]. If the girl was present the rest of the day it was, most likely, a teacher not marking the roll. Fill in a present [/] code. If she was absent the rest of the day fill in an absent [N] code and follow up.

Other points

- Pupils who are going to be absent during the day should bring a note → Year Head for permission. Then they take it → Form Teacher who **SHOULD** fill in the appropriate code in advance. (If times are uncertain you can either guess or wait until she returns and enter the code for the appropriate periods).
- If you have not got the message panel on your Homepage click the **Configure** button (spanner symbol) and it is pretty common sense from there. If you have difficulties (ie no common sense), please ask. Or look at instructions in Registration Instructions folder in RMStaff)

2. Standing in for a Form Teacher at morning registration

Check the cover sheet in the staff room in case you are down to mark a register.

1. **If you are on the cover sheet**, log in to Sims.net. The class you are supposed to mark should appear on your timeline in yellow. Click on this and continue as on page 1.
2. If you are given a register to mark and are **not on the cover sheet**, log in to Sims.net.

Click on **Focus**, hover the cursor over **Lesson Monitor** and select **Take Register** from the window that opens up.

- Click the binoculars beside teacher 
- A window appears. Type in the surname of the teacher for whom you are standing in and click **Search** or hit return - a list will appear
- Select the teacher's Reg period and double click on it – the teacher's timeline appears
- Double Click on the registration period on the timeline

Class appears. Mark register as described on page 2

ONLY if this does not work, mark the roll manually on the sheet in the registration folder, making sure to fill the date in.

NB. If you are given an absence note, make sure it is left somewhere safe for the teacher to deal with when they return – preferably in the registration folder.

Don't forget to return the folder to the office
each morning, directly after registration.

3. Class teachers marking register during Lessons

On Sims.net homepage, click on the appropriate period on the timeline.

The class appears.

Click on the period in question and it is highlighted.

Mark the register as described on page 2

If a girl is late to your class, while you mark her in present as normal, you can also record how late she was:

Right Click → select “**Enter Minutes Late**” → type in minutes late → click **OK**.

****Pupils in School but not in front of you****

Normally sports/education absences **SHOULD BE** notified in advance and the code entered in advance by Rosie Carlin (Year 14 Study Room) or the Office Staff.

In general, if a pupil is not in front of you, you assign an [N] code.

However, if you have been made aware, or other girls say, that she is at a match, music lesson, university visit, medical appointment, orals, vaccinations, nurse or went home early, etc, then the class teacher should give an [O] code **and** add a comment to that effect, indicating where she is supposed to be. A red triangle will appear in her cell to alert others to the comment. This will help reduce the workload of the Form Teacher and explain where the pupil is but still counts as an absence from class which will show up if a subject attendance report is requested.

Right Click → select “**Enter Comment**” → type in comment → click **OK**.

The only problem is **Period 4**. The use of [O] at period 4 will register the pupil as absent for the whole PM session and affect her % attendance. A child meeting the requirements listed above should be marked **present**, rather than [O], with an **added comment**.

Period 4 is CRITICAL and MUST be marked

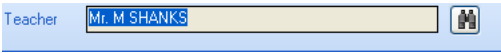
Period 4 affects the pupil's attendance percentage.

It provides the PM session mark and, if not marked by the class teacher causes the Form teacher problems and errors in the legally required attendance records.

4. Cover teachers marking register during Lessons

Log in to Sims.net. The cover period should appear on your timeline in yellow.
Mark the register as described above.

If, for any reason, the cover period is not there or you have just received notice of cover, click on **Focus**, hover the cursor over **Lesson Monitor** and select **Take Register** from the window that opens up.

- Click the binoculars beside teacher 
- A window appears. Type in the surname of the teacher for whom you are standing in and click **Search** or hit return - a list will appear
- Select the appropriate period and double click on it – the teacher's timeline appears
- Double Click on the appropriate period on the timeline

Class appears. Mark register as described on page 2

If a girl is late to your class, while you mark her in present as normal, you can also record how late she was:

Right Click → select **“Enter Minutes Late”** → type in minutes late → click **OK**.

5. IMPORTANT GENERAL POINTS

1. Always switch your computer on first thing, even if you don't have a Form Class. Other staff using your room will need it switched on and it will save time. Log out if leaving your room to allow another member of staff to use it to mark their class. **If the computer is locked, they will have to crash out and you will lose unsaved work.** (HINT: always save your work!)

2. The AM session covers periods 1-3 and the PM session covers periods 4-5.

If a pupil is present for **MOST OF A SESSION** they should be marked present for that session. Eg. A pupil has an appointment and arrives in School at 9.45am. They will have missed registration and been given an absent [N] code. They will also have missed most of period 1. The Form Teacher should ensure that they are given a present [/] code for the AM session but also a code [M] with an explanatory comment for period 1. This records her as absent period 1 but still present for the AM session. If the Form Teacher gives a code [M] for the AM session, this mark her as absent all morning and reduce the % attendance which appears on her reports.

3. **Pupils absent for a few periods during the day**

Pupils who are going to be absent during the day should bring a note → Year Head for permission. Then they take it → Form Teacher who can fill in the appropriate code in advance. (If times are uncertain you can either guess or wait until she returns and enter the code for the appropriate periods.

4. ****Pupils in School but not in front of you****

In general, if a pupil is not in front of you, you assign an [N] code.

However, if you have been made aware, or other girls say, that she is at a match, music lesson, university visit, medical appointment, orals, vaccinations, nurse or went home early, etc, then the class teacher should give an [O] code **and** add a comment to that effect, indicating where she is supposed to be. A red triangle will appear in her cell to alert others to the comment. This will help reduce the workload of the Form Teacher and explain where the pupil is but still counts as an absence from class which will show up if a subject attendance report is requested.

Right Click → select “**Enter Comment**” → type in comment → click **OK**.

The only problem is **Period 4**. The use of [O] at period 4 will register the pupil as absent for the whole PM session and affect her % attendance. A child meeting the requirements listed above should be marked **present** with an **added comment**.

5. **Period 4 is CRITICAL and MUST be marked.**

It provides the PM session mark and, if not marked by the class teacher causes the Form teacher problems and errors in the legally required attendance records.

6. ABSENCE CODES (and when to use them)

[U] late after registration closed - eg. a pupil misses registration and appears on the following week's absence report and they say they were late. Unless they produce a note to say that they were at an appointment or had some acceptable reason (in which case you use the appropriate absence code), they must be given a [U] code. As a form teacher you should **RARELY** need to use the [L] code. The only occasion might be if a pupil said they were in late, before 10am, but had forgotten to sign the late book. If they produce a note from home to that effect, you may give an [L] code. (For more clarification on lates see following page)

[I] or [M] ill or medical/dental appointment
If **absent all day** due to illness use [I]
If **absent all day** at hospital or doctor use [I]
If **absent for morning** but present for rest of day use [M]
If **absent for afternoon** but present for morning use [M] but indicate with a post-it on the Absence Report that the absence was in the afternoon.

[F] – Family Holiday (agreed by School) only used in **exceptional circumstances** eg a family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events. This will be judged by the Section Head, **not** the Form Teacher

[G] - Family Holiday (not agreed by School) the usual code for reasons like the availability of cheap holidays, the availability of desired accommodation, poor weather experienced during School holidays or for holidays that overlap the beginning or end of term.

As a Form Teacher you will always use the [G] code **unless specifically directed by the Head of Section**. It will only be on **VERY** rare occasions that the [F] code will be allowed. Where a School's prior agreement is **not** sought and the pupil goes on holiday, absence is unauthorised (Code [G]). If parents keep a child away for **longer than was agreed**, any extra time is recorded as unauthorised (Code [G]).

[H] unauthorized absence - shopping, too tired after a hard weekend or late night queuing for concert tickets, etc. These are unauthorized **whether or not a note is provided**.

[P] sport - any School-based activity or any sporting activity in which the pupil could be considered to be representing the School or showing it in a good light.

[V] educational visit – university visit, **CCF, Duke of Edinburgh**, Loretto, competitions, etc.

[O] other exceptional circumstance - a catch-all code for absences that seem **reasonable** or **could not have been avoided** but are not covered above. This counts as an **authorized** absence.

[S] study leave – day or morning before resits /external examinations.

[W] work experience

[A] artistic endeavour – artistic events not organised through School – music exams, drama festivals, public performances, auditions.

NB. Ask for codes for Board organised tuition off site or at home, or codes for pupils educated elsewhere as part of collegiate teaching scheme.

7. Clarification of Lates and the Use of [U] Late Code

Recently, there has been an increase in the use of the [U] code by staff. This counts as an absence for the morning session. The increase may well be justified but, just to make sure, I will summarise the occasions when its use is appropriate.

When a pupil tells you that the reason that they appear on the Absence Sheet is purely lateness, **you need to ask** them:

- **whether they signed** the appropriate Late Book and
- **what time they arrived** in at.

DIFFERENT COURSES OF ACTION:

Pupil DID NOT sign the late book

They need to produce a note from home to confirm the time they arrived in School. This will determine the late code you use. Up to 10.00am the code is [L], after 10.00am, it is [U] – unless the note necessitates another code. If no note is produced the code is [U].

Pupil DID sign the late book

When a pupil has come in after 10.00am, missing registration and has signed the book, they **will** appear as absent. **If they do not produce a note** with a valid reason, necessitating the use of a different code, they receive a [U] code which counts as absent for the AM session.

Pupil DID sign the late book

Similarly, if a pupil comes in late (at any time after registration) due to a medical or dental appointment they **will** appear as absent. They should tell you that they had an appointment and produce a note to verify it. You can then give them an [M] code.

A NUMBER OF PUPILS HAVE BEEN WRONGLY GIVEN A [U] RATHER THAN A [M]

**** If a pupil misses a whole day due to a hospital visit you, get a note to confirm this and give an [I] code ****

FINALLY

If a pupil signs in late before 10.00am they should be given an [L] code by Sybil Campbell or whoever is dealing with the attendance that day.

FINALLY, FINALLY

PLEASE REITERATE TO PUPILS THAT THEY **MUST ALWAYS** SIGN THE LATE BOOK IF THEY ARRIVE INTO SCHOOL AFTER 8.50am.

8. Minutes Late Report

If a girl is late to your class, while you mark her in present as normal, you can also record how late she was:

Right Click → select **“Enter Minutes Late”** → type in minutes late → click **OK**.

This will colour the cell **blue** to alert you that she was late. If you or the Form Teacher hovers the cursor over that cell, it will indicate by how much she was late.

For persistent latecomers you can generate a report showing the total number of minutes late to your subject – very useful ammunition when dealing with parents:

Sims.net → Reports → Lesson Monitor → Selected Student Reports → Minutes Late Report →
Change the Group Type to **Individual Students** then click **Search**.

SIMS .net: GLENOLA COLLEGIATE SCHOOL

Focus Reports Routines Tools Window Help

Back Forward

Minutes Late Report

Search Print Next Previous

From 01/09/2009 to 09/02/2010

Title Minutes Late Report

☒ Show Lessons

☒ Show Sessions

Group Type Individual Students

Subjects

- ☒ All
- ☐ Add Maths
- ☐ Applied Sc
- ☐ Art
- ☐ Biology
- ☐ Bus St

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- ☐ Art
- ☐ Biology
- ☐ Bus St

Student	Class	Subject	Gender	Minutes Late
Sanlon, Anya	08	U8L	Female	004093
Saunderson, Gabriella	13	13E	Female	003230
Savage, Grainne	09	09A	Female	003914
Scott, Clare	13	13E	Female	003199
Scott, Jessica	10	10B	Female	003739
Sexton, Bethany	08	08C	Female	004094
Shane, Connie	09	09E	Female	003915

Select All Deselect All

Windows taskbar: start, SIMS .net: GLE..., Inbox - Microso..., My Documents, Lesson Monitor..., Document1 - Mi..., 14:43

Click OK in the window that opens up and the report will either come up on the screen or appear as a tab on your bottom menu:

Select

Minutes Late Report

Date Range: 01/09/2009 to 09/02/2010

Sessions and Lessons

Scope: Individual Students

Subjects : All

Name	Reg	Total	Date	Description	Mins
Saunderson, Gabriella	13E	27	23/09/2009 p5	13-i/Ch	6
			23/09/2009 p6	13-i/Ch	6
			06/11/2009 p11	13-i/Ch	15

NB. Only seem to be able to get a report on all subjects.

9. Individual Subject Attendance Summary

You can produce a report showing the % attendance of a pupil in your subject.
(It will actually bring up the % attendance in all her subjects)

Sims → Reports (pull down menu) → Lesson Monitor

→ Individual Student Reports → Individual Subject Attendance Summary

Set the **From** and **To** dates. (From the start of the year up to the current date)

Select **Individual Student** from the **Group Type** box on the right hand side of the screen.

Click on **Search** button.

Double click on the student.

Click **OK** in the **Run a Screen Based Report** window which opens.

The report usually appears minimized at the bottom of the screen.

Glenlola Collegiate School

2 Valentine Road, Bangor, Co Down, Northern Ireland BT20 4TH

Tel: 028 9147 5340 Fax: 028 9147 5345

www.glenlola Collegiate.net info@glenlola Collegiate.bangor.ni.sch.uk

Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)



Date

Dear

It is with some concern that I note that xxxxxxxx attendance is currently standing at xx % for this academic year. This level of attendance is normally associated only with pupils suffering from severe medical conditions. I would be grateful if you would update us on the reasons for these absences as there are several outstanding ones.

Yours sincerely

Year Head

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Date _____

Dear _____

Your daughter has not yet provided a note to explain her absence from School on the dates indicated below. I should be grateful if you would give this matter your immediate attention and ask your daughter to return the slip below to her Form Teacher as a matter of urgency. Failure to provide a written explanation may result in disciplinary action being taken against a pupil.

Yours sincerely

Form Teacher

✂.....

Name _____

Form _____

Date(s) of absence _____

Reason of absence _____

Signed _____

Date _____

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Date

Pupil

Dear Mr & Mrs

Please find enclosed a copy of your daughter's attendance record. As you can see there are a significant number of days for which no written reason has been given. We would therefore greatly appreciate if your daughter could bring in a letter of explanation to her Form Teacher so that we can complete her overall record of attendance at Glenlola Collegiate.

Yours sincerely

M Harding

(Year Head 14)

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Date

Dear Parent/Guardian

A very high level of attendance is vital to the outcome of AS and A2 studies. Therefore this letter is being sent to all parents of girls in Senior School whose attendance so far this year has been at or below 90%. I must stress that this is the absolute minimum necessary to ensure continuity of teaching and to enable the School to maximise each girl's chance of achieving success in these important examinations.

The recipients of this letter fall into one of two groups.

- Those whose daughters have a poor rate of attendance not caused by ill-health. In this case we would request the support of parents in ensuring there is a reduction in their daughter's rate of absenteeism.
- Those whose daughters have had an episode of serious illness or an on-going medical condition necessitating significant periods of time off School. In this case, the School assures you of our continued support and would ask you to feel free to contact us to ensure she is not disadvantaged by having missed important parts of the course. We would also appreciate regular updates on your daughter's well-being.

Please feel free to contact me about this or any other area of concern.

Yours sincerely

M Harding
Head of Senior School

Name of Pupil _____ Attendance to _____

Mr and Mrs XXXXXX
XXXXXX Road
Bangor
Co Down
XXXXXX